

Did you know your Store Purchasing Card Program is changing?

# Leverage the mobile Store Discount Program.



## The Office Depot® Store Purchasing Card Program is now the ODP Business Solutions™ Store Discount Program.

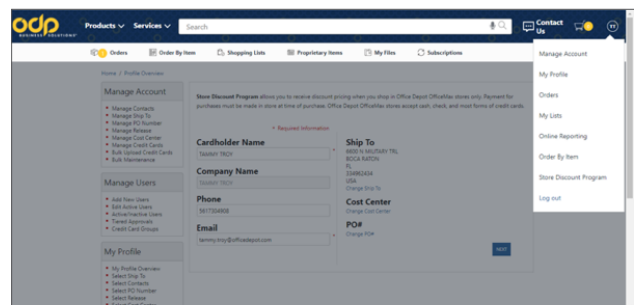
We are replacing the current Store Purchasing Card Program with a new Store Discount Program. If you currently have a Store Purchasing Card (SPC), your card will be switched over to the new Store Discount Program starting May 1, 2022.

### What's new?

- The program will now offer a standard discount on certain product categories when you identify yourself as a program member, however the SPC will no longer provide access to your discounted contract pricing
- You can continue to use your current SPC temporarily, but we encourage you to register online for the Store Discount Program and download our mobile app to access the discount at check-out in an Office Depot® or OfficeMax® store
- *Please note: Account Billing will no longer be available with the Store Discount Program.*

### Access your discounted contract pricing online

- You can continue to get your full contract pricing by placing orders on [odpbusiness.com](http://odpbusiness.com)
  - Orders can be delivered to your home or business address, or you can place orders online for pick up at your favorite Office Depot® and OfficeMax® retail store locations
- Ordering online gives you more visibility, accountability, and control over what your organization orders – all at your contracted price



Store Discount Program allows you to receive discount pricing when you shop in Office Depot OfficeMax stores only. Payment for purchases must be made in store at time of purchase. Office Depot OfficeMax stores accept cash, check, and most forms of credit cards.

**\* Required Information**

<b>Cardholder Name</b> TAMMY TROY	<b>Ship To</b> 6600 N MILITARY TRL BOCA RATON FL 334962434 USA Change Ship To
<b>Company Name</b> TAMMY TROY	<b>Cost Center</b> Change Cost Center
<b>Phone</b> 5617304908	<b>PO#</b> Change PO#
<b>Email</b> tammy.troy@officedepot.com	<input type="button" value="NEXT"/>

### Ready to get started?

A login is required to make purchases online and pick up orders in stores. If you don't have a login yet, simply call 888.263.3423 to get set up.

See reverse side for sign up information.

## Signing up for the Store Discount Program is easy

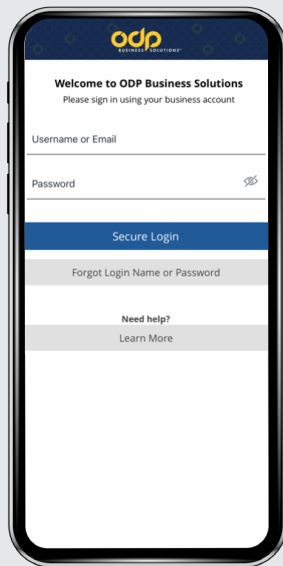
- 1 Visit **odpbusiness.com** and click on the login button in the upper right corner.
  - Use the **"Forgot my password"** feature or
  - Contact a superuser for assistance or
  - Contact customer care for support at 888.263.3423
- 2 Click on the **"My Account"** icon.
- 3 From the **"My Account"** page, click **"Store Discount Program"** under the **"My Profile"** menu.
- 4 The creation page is pre-populated with the user profile default settings. QR code settings such as shipping address, cost center, and/or PO number can be changed on this page (depending on user settings). Click **"NEXT."**
- 5 You're almost there. Verify your information and click **"CONFIRM."** Once your confirmation page appears, simply download the ODP Business Solutions App from the App Store® (Apple) or Google Play™ (Android) store for digital access to the Store Discount Program.
- 6 Once you access the ODP Business Solutions App, go to the login page. Select **"Store Discount Program"** from the menu. Provide your mobile Store Discount Program QR code to the cashier at checkout.

*Please Note: In 24 hours, you can come back to access your discounted prices in store with your QR code.*

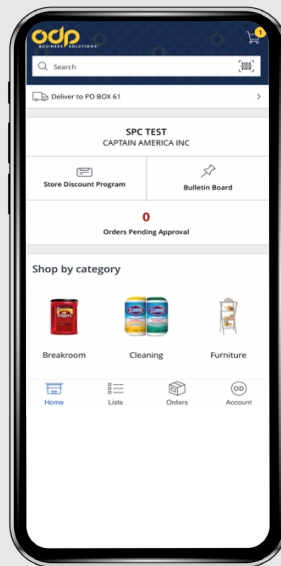
We hope you enjoy using the ODP Business Solutions App and QR code for a contactless, flexible experience in store. Happy shopping!

Questions? Contact your account manager.

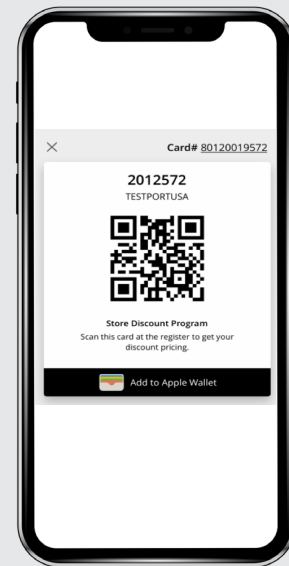
## Now, you're ready to shop!



1 Go to login page.



2 Select **"Store Discount Program"** from the menu.



3 Provide your mobile Store Discount Program QR code to the cashier at checkout.



**The Store Discount Program is valid in store only.** Payment for purchases made through the program must be made in store at time of purchase. Office Depot OfficeMax stores accept cash, check, most forms of credit cards, as well as touch-and-pay options (e.g., Apple Pay). Purchases made with the card do not qualify for Office Depot OfficeMax Rewards. The card cannot be combined with Office Depot OfficeMax coupons. The card is not valid for purchases of 1) computers, monitors, and printers; 2) clearance items; 3) performance protection plans/warranties; 4) postage stamps; 5) pre-paid cards; 6) subscriptions; 7) tech services; and 8) third-party services.